

JOB DESCRIPTION – Regional Assistant, Africa and the Caribbean – April 2017

Company	IMC Worldwide Ltd	
Address:	64-68 London Road Redhill Surrey RH1 1LG	
Job title:	Regional Assistant – Africa and the Caribbean	
Responsible to:	Regional Associate Director – Africa and the Caribbean	
The role:	<p>The African and Caribbean Regional team is expanding. To keep up with the growing business, we are looking for an exceptional individual to join the team. The role will include supporting the region with business development activities, project administration as well as general administration for the region. You will provide support to the Regional Director and Associate Director in leading, developing and growing the Africa& Caribbean region.</p>	
Main responsibilities:	<ul style="list-style-type: none"> • Working with IMC’s technical business area teams to identify global opportunities • In cooperation with the Regional Lead - planning, identifying and mobilising the resources needed for the regional business development and project operations • Coordinating and producing project Expressions of Interest (EOIs) and proposals to a high standard and to tight deadlines • Working with the team to support the negotiation proposal budgets and consultant fee rates with partner firms and consultants, and preparing financial proposals • Coordinating and administering the day to day marketing, business development and project implementation operations in the region. This includes the pipeline of opportunities, project and business development reporting, invoicing, chasing debtors, contracting, logistics, resolving difficulties, project support, etc. • Working with the team to support the financial management of projects, including controlling budgets, managing expenditure, invoicing and payments • Support to the regional team to ensure business practices are adhered to across the entire business (bid approval procedures, business integrity & code of ethics, quality/H&S/Security standard, etc.) • Knowledge Management, maintain project data on Evolution (IMC’s internal opportunity tracker tool) for all worldwide projects and working with the communications team to promote our projects and experience • Research in support of the development of the Africa and Caribbean Regional Strategy • Communicating with and developing relationships with partner firms, senior international specialists, and development partner representatives • Pulling together reports, final editing including headers and footers, tables and figure numbers, organising annexes, converting to PDF and stitching together component parts • Increasing IMC’s specialist consultant CV pool • Maintaining business development, CV and project reference databases • Providing support to the Regional team and across the company as needed 	
Environment:	<p>IMC Worldwide is currently working in more than 25 countries across Africa; South, South East and Central Asia; Eastern Europe; the Middle East; and the Caribbean. The business delivers specialist consulting services to central governments, donor organisations and private sector corporations in developing and transitional countries, in particular in relation to development, management and infrastructure. We work across a diverse range of sectors and disciplines bringing over 50 years' experience of working with government agencies, local authorities and with communities themselves to help address some of the most difficult development problems and barriers to poverty reduction. We work with all of the major international development agencies throughout the world including DFID, EU, EIB, EBRD, World Bank and ADB and are looking to expand our client base in the private sector and with Foundations.</p>	

	<p>Though our background is in the transport sector we provide a full range of professional consulting services including:</p> <ul style="list-style-type: none"> • Disaster Preparedness and Reconstruction • Organisational Change • Economics and private sector • Project and Programme Management • Environment, energy and climate change • Resource centres and frameworks • Governance and anti-corruption • Road safety • Infrastructure and engineering • Social Development • Monitoring and evaluation • Transport sector policy and planning • Inclusive Growth.
<p>Department information:</p>	<p>You will join the Africa and Caribbean Regional team to both grow and deliver the IMC Portfolio of work. The team currently consists of a team of 3; Regional Director, Associate Director and Regional Assistant. The working environment is informal and creative, but we are uncompromising on the quality of work we deliver to clients.</p> <p>It is anticipated that the Regional Assistant will typically spend the following time on work areas:</p> <ul style="list-style-type: none"> • 45% business development; • 45% project administration and support; • 10% administration and internal finance.
<p>Terms and conditions:</p>	<p>Hours of work – This role is a full time position and basic working hours are 37.5 per week.</p> <p>Location – The role is based in the IMC Redhill office.</p> <p>Salary – Depending on experience</p> <p>Annual leave – 5 weeks annual leave plus public holidays. The holiday year is 1st January – 31st December.</p> <p>Benefits – Buying and selling of annual leave scheme, health cash plan scheme, life assurance scheme, Company pension scheme, and cycle to work scheme. Free refreshments and fruit are also supplied and there is a dress down day every Friday.</p> <p>We are a short walk from Redhill train station, which has direct links to London and the South Coast. There is free parking available on site depending on availability.</p>
<p>Application details:</p>	<p>Please submit your CV and covering letter explaining why you are interested in this role and working for IMC, and also the skills and experiences you can bring to the role by Monday 24th April 2017 at 9am. Your covering letter should also include details of your salary expectations.</p> <p>Skype interviews are planned for the week of 1st May 2017</p>

PERSON SPECIFICATION: *Regional Assistant Africa and the Caribbean*

		Essential	Desirable
Qualifications, understanding & training:			
	• Degree qualification	X	
	• Masters qualification		X
	• Project management training		x
	• Finance, project finance management or Excel training	X	
Experience:			
	• Experience of project finance, and/or grant management experience		X
	• Experience undertaking the financial management of projects		X
	• Experience of working in a consultancy		X
	• Experience of working in international development		X
	• Experience working with International donors		X
	• Experience in developing commercial proposals		X
	• Experience in procurement management		X
Abilities & skills:			
	• Strong financial skills		X
	• Good negotiation skills		X
	• Confidence and enthusiasm	X	
	• Good attention to detail and ability to carry out complex finance, contractual and administrative tasks	X	
	• Good project planning skills		X
	• Excellent organisational skills and the ability to multi-task under tight deadlines	X	
	• Flexible and adaptable with an ability to adapt appropriately within various situations	X	
	• Co-operative and supportive team player	X	
	• Excellent written and verbal communication skills	X	
Personal:			
	• Self-motivation and pro-active attitude	X	
	• Flexible attitude to meet the needs of the role	X	
	• Commitment to IMC's objectives, Policies, ethics and values	X	